

OPERATIONS ORDER 08-01 OPERATION EXECUTE NEW (JAN 08) DD
FORM 93

REFERENCES:

- A. DODI 1300.18, DEPARTMENT OF DEFENSE (DOD) PERSONNEL CASUALTY MATTERS, POLICIES, AND PROCEDURES, 8 JANUARY 2008.
- B. NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) 2008, 28 JANUARY 2008.
- C. DUSD(P&R) MEMORANDUM, 19 FEB 08, SUBJ: IMPLEMENTATION OF DEATH GRATUITY DESIGNATION AND THE RECORD OF EMERGENCY DATA (DD FORM 93).
- D. AR 600-8-1, ARMY CASUALTY PROGRAM, 30 APRIL 2007.
- E. ALARACT MSG 026/2008, REVISED DD FORM 93, RECORD OF EMERGENCY DATA, JANUARY 2008.
- F. MILPER MSG 07-186, DEATH GRATUITY ENTITLEMENT, 25 JULY 2007.
SUBJECT: IMPLEMENTING INSTRUCTIONS FOR DESIGNATING DEATH GRATUITY RECIPIENTS ON THE DD FORM 93, RECORD OF EMERGENCY DATA, ON AND AFTER 1 JULY 2008
- G. MILPER MESSAGE NUMBER: 08-167 AHRC-PDC-P, SPOUSAL NOTIFICATION INSTRUCTIONS FOR DEATH GRATUITY BENEFIT, 16 JUNE 2008.
- H. MILPER MESSAGE NUMBER: 08-212, CHANGES TO INFORMATION MANAGEMENT MAINTENANCE FOR THE MILITARY PERSONNEL RECORDS JACKET AND PREPARING AND FILING OF DD FORMS 93 AND SGLV SERIES FORMS IN IPERMS, 15 AUGUST 2008.
- I. ALARACT MESSAGE ALARACT 200/2008//DAPE-MPA// SUBJ: IMMEDIATE ARMY-WIDE REQUIREMENT TO USE ONLY JAN 08 VERSION OF DD FORM 93, RECORD OF EMERGENCY DATA AND ANNOUNCEMENT OF COMMANDER/SENIOR PERSONNELIST VTC ON 19 AUGUST 08.

TASK ORGANIZATION: N/A

1. (U) SITUATION.

1.A. (U) OVER THE LAST TWO YEARS, THERE HAVE BEEN SUCCESSIVE CHANGES IN THE LAW DESIGNED TO ALLOW SOLDIERS GREATER FLEXIBILITY IN DETERMINING WHOM THEY DESIGNATE TO RECEIVE THEIR \$100,000 DEATH GRATUITY. UNDER THE MOST RECENT CHANGE THAT BECAME EFFECTIVE ON 1 JULY 2008, SOLDIERS MAY DESIGNATE FROM ONE TO TEN PERSONS TO RECEIVE ALL OR A PORTION OF THE \$100,000 DEATH GRATUITY PAYMENT. SOLDIERS MUST DESIGNATE AMOUNTS PAYABLE IN 10% (\$10,000) INCREMENTS. THIS LAW ALSO REQUIRES THE ARMY TO NOTIFY THE SPOUSES OF MARRIED SOLDIERS WHO ELECT TO GIVE ANY PORTION OF THEIR DEATH GRATUITY TO

ANYONE OTHER THAN THEIR SPOUSE (SEE REFERENCE G AND ANNEX B FOR ADDITIONAL GUIDANCE).

1.B. (U) HIGHER: THE OFFICE OF THE SECRETARY OF DEFENSE PUBLISHED AN UPDATED VERSION OF THE DD FORM 93, RECORD OF EMERGENCY DATA, IN JANUARY 2008 TO ACCOMMODATE THESE NEW DEATH GRATUITY DESIGNATION OPTIONS, BUT A NUMBER OF FACTORS DELAYED THE ARMY'S ABILITY TO UPDATE ITS AUTOMATED SYSTEM TO REFLECT THE NEW FORM.

1.B.1. (U) THE ARMY PUBLISHED GUIDANCE DESIGNED TO WORK AROUND THE PROBLEM (REFERENCE G). SINCE THAT IMPLEMENTING GUIDANCE BECAME EFFECTIVE, THE ARMY G-1 HAS IDENTIFIED PROBLEMS IN EXECUTION OF THE WORK-AROUND FOR SOLDIERS WHO UPDATED THEIR DD FORM 93 OR WHO REVIEWED AND INITIALED AN EXISTING DD FORM 93 ON OR AFTER 1 JULY 2008.

1.B.2. (U) EFFECTIVE IMMEDIATELY, ALL NEW DD FORM 93S MUST BE COMPLETED ON THE JANUARY 2008 FORM. TO ADDRESS THE PROBLEMS IN EXECUTING THE RECENTLY PUBLISHED WORK-AROUND, THE ARMY G-1 DETERMINED THAT ALL DD FORM 93S COMPLETED ON THE AUG 98 VERSION OF THE FORM (I.E., THE OBSOLETE VERSION THAT IS STILL RESIDENT IN EMILPO AND RECBASS) THAT WERE EITHER PREPARED OR REVIEWED AND RE-DATED ON OR AFTER 1 JUL 08 (WHEN THE CURRENT STATUTE BECAME EFFECTIVE) NEED TO BE RE-EXECUTED ON THE JAN 08 VERSION OF THE DD FORM 93. ANY AUGUST 1998 VERSIONS EXECUTED OR UPDATED BEFORE 1 JULY 2008 REMAIN VALID. WHEN ANY UPDATE IS REQUIRED, SOLDIERS MUST USE THE JANUARY 2008 VERSION; DISCONTINUE THE PRACTICE OF INITIALING AND DATING AN EXISTING 1998 VERSION OF THE FORM DURING REVIEWS.

1.B.3. (U) FURTHERMORE, THE ARMY LEADERSHIP WANTS TO ENSURE THAT ALL SOLDIERS AND ALL ARMY FAMILIES ARE PROPERLY ADVISED OF THESE NEW OPTIONS FOR DESIGNATING BENEFICIARIES TO RECEIVE THE DEATH GRATUITY AND ALL SOLDIERS ARE GIVEN AN OPPORTUNITY TO UPDATE THEIR DD FORM 93, RECORD OF EMERGENCY DATA, ONCE THEY HAVE BEEN SO ADVISED.

1.B.4. (U) THE ARMY LEADERSHIP IS COMMITTED TO ENSURING IT CAN CARRY OUT EACH SOLDIER'S INTENT WHEN DISTRIBUTING THE DEATH GRATUITY TO THE SURVIVORS/BENEFICIARIES THE SOLDIER DESIGNATES. TO THIS END, THE VICE CHIEF OF STAFF HAS DIRECTED THE ARMY TO TAKE RAPID ACTION TO ENSURE WE ACCURATELY CAPTURE OUR SOLDIERS' INTENT RELATIVE TO THIS ENTITLEMENT.

1.C. (U) ADJACENT: N/A.

2. (U) MISSION. ALL COMPONENTS OF THE ARMY TAKE IMMEDIATE ACTION TO INSTITUTE NEW PROCEDURES FOR COMPLETING DD FORM 93 (JAN 08), RECORD OF EMERGENCY DATA, IN ORDER TO PROPERLY CAPTURE SOLDIER INTENT FOR NOTIFICATION AND BENEFICIARY DESIGNATIONS.

3. (U) EXECUTION.

3.A. (U) COMMANDER'S INTENT. ENSURE THAT ALL SOLDIERS AND ARMY FAMILIES ARE PROPERLY ADVISED OF THE NEW OPTIONS FOR DESIGNATING BENEFICIARIES TO RECEIVE THE DEATH GRATUITY AND ALL SOLDIERS ARE GIVEN AN OPPORTUNITY TO UPDATE THEIR DD FORM 93 ON THE JAN 08 VERSION OF THE FORM; ENSURE THE ARMY CAN CARRY OUT EACH SOLDIER'S INTENT WHEN DISTRIBUTING THE DEATH GRATUITY TO THE SURVIVORS/BENEFICIARIES THE SOLDIER DESIGNATES.

3.B. (U) CONCEPT OF OPERATIONS.

3.B.1. (U) EFFECTIVE IMMEDIATELY, COMMANDERS/HR LEADERS WILL NOT USE EMILPO, REPEAT WILL NOT USE EMILPO, TO UPDATE SOLDIERS' DD FORM 93S UNTIL ADVISED OTHERWISE.

3.B.2. (U) COMMANDERS/HR LEADERS WILL ENSURE ALL SOLDIERS AND ARMY FAMILIES ARE INFORMED OF THE NEW OPTIONS FOR DESIGNATING BENEFICIARIES TO RECEIVE THE DEATH GRATUITY, ARE INFORMED OF THE SPOUSAL NOTIFICATION REQUIREMENT, WHERE APPLICABLE, AND ALL SOLDIERS ARE GIVEN AN OPPORTUNITY TO UPDATE THEIR DD FORM 93 ON THE JAN 08 VERSION OF THE FORM. DEPLOYED COMMANDERS SHOULD COORDINATE WITH THEIR REAR DETACHMENT COMMANDERS TO INFORM THEIR FAMILIES OF THIS CHANGE IN THE LAW USING FAMILY READINESS GROUP COMMUNICATIONS NETWORKS. FOR COMMAND INFORMATION PRESENTATION TEMPLATES GO TO:

<https://www.hrc.army.mil/site/Active/TAGD/CMAOC/dd93/DD-Form-93-Spouse-Brief.ppt>

<https://www.hrc.army.mil/site/Active/TAGD/CMAOC/dd93/DD-Form-93-Commanders-Brief.ppt>

3.B.3. (U) COMMANDERS/HR LEADERS WILL IDENTIFY ALL SOLDIERS WHO HAVE COMPLETED OR WHO HAVE REVIEWED AND INITIALED THEIR DD FORM 93 ON THE EMILPO, RECBASS, OR OTHER SYSTEM-GENERATED AUG '98 VERSION OF THE FORM ON OR AFTER 1 JULY 2008 AND ENSURE THOSE SOLDIERS COMPLETE A NEW DD FORM 93 USING

THE JAN 08 VERSION OF THE FORM (SEE INSTRUCTIONS IN PARAGRAPHS 3.B.4 - 3.B.8. BELOW) AS SOON AS POSSIBLE BASED ON FACTORS OF METT-T.

3.B.4. (U) COMMANDERS/HR LEADERS WILL DIRECT SOLDIERS WHO MUST REDO OR WHO WISH TO UPDATE THEIR DD FORM 93 TO USE THE AKO MY FORMS PORTAL TO COMPLETE THE FORM ON THE JAN 08 VERSION OF THE FORM IN A SELF-SERVICE MODE. ACCESS THE MY FORMS PORTAL FROM THE AKO HOME PAGE, BY CLICKING ON THE "FORMS" ICON IN THE UPPER RIGHT CORNER OF THE AKO HOME PAGE AT <https://www.us.army.mil> THE DIGITALLY SIGNED FORM CAN THEN BE ROUTED USING THE MY FORMS ROUTING/TRACKING FEATURE TO THE UNIT'S HR PROVIDER FOR REVIEW (TO INCLUDE COMPLETION OF SPOUSAL NOTIFICATION REQUIREMENT WHEN REQUIRED AS OUTLINED IN REFERENCE G AND REITERATED AT ANNEX B.) AND SUBMISSION TO THE SOLDIER'S IPERMS RECORD. NOTE: DD FORM 93S THAT ARE DIGITALLY SIGNED DO NOT, REPEAT DO NOT, REQUIRE A WITNESS SIGNATURE. SEE ANNEX A FOR MORE DETAILED GUIDANCE PERTAINING TO THIS PROCESS.

3.B.4.A. (U) THIS IS THE PREFERRED OPTION TO TAKE ADVANTAGE OF CURRENT AND FUTURE ENHANCEMENTS TO THE MY FORMS APPLICATION. SUCH ENHANCEMENTS INCLUDE AN AUDIT TRAIL THROUGH USE OF THE MY FORMS ROUTING/TRACKING FEATURE; ADDING ATTACHMENTS (SUCH AS DRIVING DIRECTIONS OR OTHER CONTINUATIONS TO THE REMARKS SECTION AND/OR COPIES OF SPOUSAL NOTIFICATION LETTERS); LIMITED PRE-POPULATION OF THE FORM; SELF-SERVICE "FLY-OVER" INSTRUCTIONS FOR KEY ITEMS ON THE FORM; AND AUTOMATIC TRANSMITTAL OF COMPLETED AND REVIEWED FORMS FROM THE HR PROVIDER DIRECTLY TO IPERMS.

3.B.4.B. (U) MOST NON-DEPLOYED SOLDIERS WHO HAVE ACCESS TO CAC READERS SHOULD BE ABLE TO UTILIZE THIS PREFERRED OPTION FOR COMPLETING A NEW DD FORM 93.

3.B.5 (U) IN CASES WHERE THE AKO MY FORMS PORTAL ACCESS IS NOT AVAILABLE: COMMANDERS/HR LEADERS SHOULD DIRECT SOLDIERS TO DOWNLOAD THE FILLABLE PDF FORMAT (JAN 08) DD FORM 93 FROM THE DOD FORMS LIBRARY AT:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0093.pdf>

SINCE THIS FORMAT CANNOT BE ROUTED IN THE SAME MANNER AS THE AKO MY FORMS PURE EDGE FORMAT, SOLDIERS MUST PRINT THE COMPLETED DIGITALLY SIGNED FORM AND PROVIDE A COPY TO THE UNIT'S HR PROVIDER FOR REVIEW (TO INCLUDE COMPLETION OF SPOUSAL NOTIFICATION REQUIREMENT WHEN REQUIRED AS OUTLINED IN REFERENCE G. AND REITERATED AT ANNEX B.) AND SUBMISSION TO

THE SOLDIER'S RECORD IN IPERMS. NOTE: DD FORM 93S THAT ARE DIGITALLY SIGNED DO NOT, REPEAT DO NOT REQUIRE A WITNESS SIGNATURE. EXCEPT AS OUTLINED IN PARAGRAPH 3.B.7. BELOW, NON-DEPLOYED SOLDIERS FROM ALL COMPONENTS WHO CANNOT ACCESS THE AKO MY FORMS PORTAL SHOULD BE ABLE TO UTILIZE THIS ALTERNATE OPTION FOR COMPLETING A NEW DD FORM 93.

3.B.6. (U) FOR LOCATIONS THAT LACK CAC-ENABLED COMPUTERS: THE SOLDIER MUST COMPLETE THE DD FORM 93 ONLINE, PRINT THE COMPLETED FORM, SIGN THE FORM IN FRONT OF A WITNESS WHO THEN ALSO SIGNS THE FORM AS WITNESS, AND PROVIDE A COPY TO THE UNIT'S HR PROVIDER FOR REVIEW (TO INCLUDE COMPLETION OF SPOUSAL NOTIFICATION REQUIREMENT WHEN REQUIRED AS OUTLINED IN REFERENCE G. AND REITERATED AT ANNEX B.) AND SUBMISSION TO THE SOLDIER'S RECORD IN IPERMS.

3.B.7. (U) FOR COMMANDERS/HR LEADERS WHO HAVE SOLDIERS IN LOCATIONS THAT LACK COMPUTER SUPPORT OR WHO ARE OTHERWISE UNABLE TO COMPLETE A NEW DD FORM 93 ON A COMPUTER: THOSE SOLDIERS CAN COMPLETE A NEW DD FORM 93 IN HARD COPY USING PEN AND INK WHEN METT-T CONDITIONS PERMIT SAFE EXECUTION OF THIS MISSION. IN THESE INSTANCES, SOLDIERS MUST SIGN THE COMPLETED FORM IN FRONT OF A WITNESS, WHO THEN ALSO SIGNS THE FORM AS WITNESS, AND PROVIDE A COPY TO THE UNIT'S HR PROVIDER FOR REVIEW (TO INCLUDE COMPLETION OF SPOUSAL NOTIFICATION REQUIREMENT WHEN REQUIRED AS OUTLINED IN REFERENCE G. AND REITERATED AT ANNEX B.) AND SUBMISSION TO THE SOLDIER'S RECORD IN IPERMS WHEN METT-T CONDITIONS PERMIT. THIS OPTION CAN BE USED FOR UNITS OR ELEMENTS IN REMOTE LOCATIONS; THOSE UNITS THAT ARE VERY CLOSE TO DEPLOYMENT; OR FOR UNITS AT TRAINING BASES WITH EXTREME CONSTRAINTS ON AVAILABLE TIME.

3.B.8. (U) ADDITIONAL GUIDANCE FOR DEPLOYED COMMANDERS/HR LEADERS:

3.B.8.A. (U) DEPLOYED COMMANDERS SHOULD CONSIDER USING REAR DETACHMENT COMMANDERS, WHO GENERALLY HAVE BETTER SITUATIONAL AWARENESS OF INDIVIDUAL FAMILY CIRCUMSTANCES, TO COMPLETE THE WRITTEN SPOUSAL NOTIFICATION REQUIREMENT. ALTERNATIVELY, DEPLOYED COMMANDERS/HR LEADERS MAY COORDINATE WITH CDR, HRC VIA SIPRNET AT TAGCASU@HRC.ARMY.SMIL.MIL TO COMPLETE THE WRITTEN SPOUSAL NOTIFICATION REQUIREMENT ON THEIR BEHALF BY PROVIDING AN EXCEL SPREADSHEET WITH EACH SOLDIER'S NAME, SSN, UNIT, LOCATION, SPOUSE NAME, AND SPOUSE ADDRESS. LIST ONLY THOSE

SOLDIERS FOR WHOM A SPOUSAL NOTIFICATION REQUIREMENT EXISTS.

3.B.8.B. (U) BECAUSE METT-T OR NETWORK ISSUES MAY SOMETIMES PREVENT HR PROVIDERS FROM PROMPTLY WEB-UPLOADING NEWLY COMPLETED DD FORM 93 INTO IPERMS, COMMANDERS/HR LEADERS MUST INDICATE IN REMARKS SECTIONS OF ANY INITIAL CASUALTY REPORT WHETHER THAT SOLDIER HAS COMPLETED A NEW DD FORM 93 THAT IS NOT YET POSTED TO IPERMS. FOR ALL CASES IN WHICH A NEW DD FORM 93 HAS BEEN EXECUTED AND NOT WEB-UPLOADED, THE REPORTING UNIT MUST TRANSMIT A SCANNED COPY OF THE MOST CURRENT COMPLETED DD FORM 93 TO CASUALTY AND MORTUARY AFFAIRS OPERATIONS CENTER (CMAOC) AT COCOPNS@US.ARMY.MIL WITHIN 48 HOURS OF REPORTING THE INITIAL CASUALTY. SUBMIT A SUPPLEMENTAL CASUALTY REPORT THROUGH CASUALTY REPORTING CHANNELS IMMEDIATELY AFTER TRANSMITTING THE SCANNED DD FORM 93 AND INDICATE IN "REMARKS" SECTION OF THE SUPPLEMENTAL REPORT THAT THE REPORTING UNIT HAS TRANSMITTED THE CURRENT SIGNED DD FORM 93 TO CMAOC AT COCOPNS@US.ARMY.MIL.

3.C. (U) TASKS.

3.C.1. (U) THE ARMY G-1 AND ARMY PUBLICATIONS DIRECTORATE WILL ACCELERATE AUTOMATED SYSTEM SOLUTIONS (I.E., FIELD UPDATE TO EMILPO AND ENHANCEMENT TO DD FORM 93 CAPABILITIES ON AKO MY FORMS PORTAL).

3.C.2. (U) CDR, ARCENT WILL ADJUST RESOURCES IN KUWAIT AND QATAR IMMEDIATELY TO SUPPORT PROCESSING OF NEW DD FORM 93S FOR SOLDIERS WHO HAVE RECENTLY DEPLOYED AND ARE STILL IN BASE CAMPS, ARE AWAITING REDEPLOYMENT TRANSPORT AT THOSE LOCATIONS, OR WHO ARE AWAITING TRANSPORTATION TO R&R DESTINATIONS. DETERMINE REQUIREMENTS FOR ADDITIONAL RESOURCES AND PROVIDE TO CDR, HRC, ATTN: AHRC-PDC.

3.C.3. (U) CDR, TRADOC WILL ADJUST RESOURCES AT TRAINING BASES IMMEDIATELY TO SUPPORT PROCESSING OF NEW DD FORM 93S FOR NEW SOLDIERS NOW UNDERGOING BASIC AND ADVANCED INDIVIDUAL TRAINING, OFFICER CANDIDATE SCHOOL AND BASIC OFFICER LEADERS COURSE (BOLC) II/III. ARMY TRAINING CENTER RECEPTION BATTALIONS WILL CEASE USE OF DD FORM 93 IN THE RECEPTION BATTALION AUTOMATED SUPPORT SYSTEM (RECBASS) IMMEDIATELY. ALL SOLDIERS WHO HAVE COMPLETED A DD FORM 93 USING RECBASS SINCE 1 JULY WILL REQUIRE A NEW DD FORM 93 FOLLOWING INSTRUCTIONS IN PARAGRAPHS 3.B.4 - 3.B.8. ABOVE. DETERMINE

REQUIREMENTS FOR ADDITIONAL RESOURCES AND PROVIDE TO CDR, HRC, ATTN: AHRC-PDC.

3.C.4. (U) CDR, IMCOM WILL DIRECT GARRISON MILITARY PERSONNEL DIVISIONS TO ASSIST ALL SUPPORTED COMMANDERS AND THEIR DESIGNATED HR LEADERS IN IDENTIFYING AND RE-PROCESSING THOSE SOLDIERS IN EACH SUPPORTED UNIT WHO MUST COMPLETE A NEW DD FORM 93 IN ACCORDANCE WITH PARAGRAPH 3.B.3. ABOVE.

3.D. (U) COORDINATING INSTRUCTIONS.

3.D.1. (U) THE ADJUTANT GENERAL (TAG), HRC, IS THE LEAD AGENT FOR DD FORM 93 IMPLEMENTATION. TAG HAS DIRECT LIAISON AUTHORITY (DIRLAUTH) TO COORDINATE IMPLEMENTATION ACTIVITIES WITH ARMY COMMANDS. TAG MAY FURTHER DELEGATE DIRLAUTH TO THE BRANCH CHIEF LEVEL OF CASUALTY AND MORTUARY AFFAIRS OPERATIONS CENTER, HRC.

3.D.2. (U) REPORTING REQUIREMENTS.

3.D.2.A. (U) COMMENCING ON 3 SEP 08, COMMANDERS/HR LEADERS WILL REPORT STATUS OF COMPLETION OF REQUIREMENT OUTLINED IN 3.B.3. TO THEIR HIGHER HEADQUARTERS WEEKLY UNTIL MISSION COMPLETE. INCLUDE: AS OF DTG (SEE ANNEX C), REPORTING COMMAND, NUMBER OF SOLDIERS IDENTIFIED AS REQUIRING COMPLETION OF NEW DD FORM 93S PER PARAGRAPH 3.B.3.; NUMBER OF THOSE SOLDIERS WHO HAVE COMPLETED THE NEW DD FORM 93; PERCENT COMPLETE. SEE ANNEX C FOR ADDITIONAL GUIDANCE IN COMPLETING REPORTING REQUIREMENTS.

3.D.2.B. (U) ARMY COMMANDS (ACOM), ARMY SERVICE COMPONENT COMMANDS (ASCC), AND DIRECT REPORTING UNITS (DRU) WILL CONSOLIDATE SUBORDINATE HEADQUARTERS REPORTING INPUTS, REPORT STATUS TO TAG VIA COCOPNS@US.ARMY.MIL WEEKLY BEGINNING 3 SEP 08, ADVISE TAG OF ANY MISSION EXECUTION ISSUES, AND NOTIFY TAG WHEN MISSION COMPLETED. SEE ANNEX C FOR ADDITIONAL GUIDANCE IN COMPLETING REPORTING REQUIREMENTS.

3.D.3. (U) ALL ARMY UNITS OF ALL COMPOS WILL TAKE IMMEDIATE ACTION TO:

3.D.3.A. (U) IMMEDIATELY DISCONTINUE USE OF EMILPO AND RECBASS TO COMPLETE OR UPDATE DD FORM 93S, REPEAT IMMEDIATELY DISCONTINUE USE OF EMILPO AND RECBASS TO COMPLETE OR UPDATE DD FORM 93S, UNTIL FURTHER NOTICE;

3.D.3.B. (U) INFORM ALL SOLDIERS AND ARMY FAMILIES (THROUGH FAMILY READINESS GROUP OR SIMILAR FAMILY COMMUNICATION CHANNELS) OF THE NEW OPTIONS AVAILABLE TO SOLDIERS FOR DESIGNATION OF DEATH GRATUITY RECIPIENTS (FOR COMMAND INFORMATION PRESENTATION TEMPLATES GO TO:

<https://www.hrc.army.mil/site/Active/TAGD/CMAOC/dd93/DD-Form-93-Spouse-Brief.ppt>

<https://www.hrc.army.mil/site/Active/TAGD/CMAOC/dd93/DD-Form-93-Commanders-Brief.ppt>;))

3.D.3.C. (U) IDENTIFY THOSE SOLDIERS WHO COMPLETED OR REVIEWED AND INITIALED/REDATED THEIR EXISTING DD FORM 93 ON OR AFTER 1 JULY 2008;

3.D.3.D. (U) ENSURE ALL SOLDIERS IDENTIFIED THROUGH TASK 3.D.3 C. ABOVE COMPLETE A NEW DD FORM 93 USING THE OPTIONS DESCRIBED IN PARAGRAPHS 3.B.4 - 3.B.8. ABOVE;

3.D.3.E. (U). PROVIDE AN OPPORTUNITY FOR ANY SOLDIER WHO WISHES TO COMPLETE A NEW DD FORM 93 IN ORDER TO TAKE ADVANTAGE OF THE NEW DEATH GRATUITY BENEFICIARY DESIGNATION OPTIONS TO DO SO USING THE NEW DD FORM 93 FOLLOWING THE OPTIONS DESCRIBED IN PARAGRAPHS 3.B.4 - 3.B.8. ABOVE;

3.D.3.F. (U). ENSURE UNIT HR PROVIDERS REVIEW (TO INCLUDE COMPLETION OF SPOUSAL NOTIFICATION REQUIREMENT WHEN REQUIRED AS OUTLINED IN REFERENCE G. AND REITERATED AT ANNEX B.) AND UPLOAD ALL NEW PROPERLY COMPLETED DD FORM 93S TO IPERMS FOR POSTING ON THE SOLDIER'S RECORD.

3.D.4. (U) THAT PORTION OF CHAPTER 11 OF AR 600-8-1 THAT DIRECTS "REVIEW AND ENTER DATE IN PENCIL" WHEN SOLDIERS REVIEW THEIR DD FORM 93 IS SUSPENDED UNTIL FURTHER NOTICE. COMMANDERS/HR LEADERS WILL NOT RE-DATE UPON REVIEW DURING IN/OUTPROCESSING, AT SOLDIER READINESS PROCESSING, DEPLOYMENT CYCLE SUPPORT PROCESSING, OR OTHER FILE REVIEW OPPORTUNITIES. SOLDIERS WHO REVIEW THEIR DD FORM 93 AFTER BEING PROPERLY INFORMED OF THE NEW DEATH GRATUITY BENEFICIARY DESIGNATION OPTIONS AND WHO WISH TO MAKE NO CHANGE TO AN EXISTING FORM SHOULD NOT, REPEAT NOT, INITIAL OR REDATE THE EXISTING FORM.

3.D.5. (U) TRAINING PLAN. HR PROVIDERS, WITH ASSISTANCE FROM SUPPORTING STAFF JUDGE ADVOCATES CONCERNING BENEFICIARY DESIGNATION OPTIONS AND SPOUSAL NOTIFICATION ISSUES, WILL

MANAGE THE SOLDIER EDUCATION AND UPDATE PROCESS CONCERNING USE OF THE NEW DD FORM 93 AND THE NEW DEATH GRATUITY BENEFICIARY DESIGNATION OPTIONS.

4. (U) SERVICE SUPPORT.

4.A. PRIORITY OF SUPPORT.

4.A.1. (U) DEPLOYING FORCES

4.A.2. (U) REDEPLOYING FORCES

4.A.3. (U) MOBILIZATION STATIONS AND POWER PROJECTION PLATFORMS

4.A.4. (U) TRAINING BASE

4.A.5. (U) ALL OTHER FORCES

4.B. (U) COMMANDERS MUST ASSESS AVAILABILITY OF COMPUTERS AND CAC READERS THROUGHOUT THEIR COMMANDS FOR THE PREFERRED MISSION EXECUTION OPTION OF SOLDIER SELF-SERVICE COMPLETION OF NEW DD FORM 93 VIA AKO MY FORMS PORTAL.

5. COMMAND AND SIGNAL.

5.A. (U) COMMAND. COMMANDERS AT ALL LEVELS ARE RESPONSIBLE TO ENSURE THE EFFECTIVE IMPLEMENTATION OF THIS MISSION WITHIN THEIR COMMAND.

5.B. (U) SIGNAL.

5.B.1. (U) COMPUTER AND INTERNET ACCESS FOR SOLDIERS WHO MUST OR WHO WISH TO UPDATE THEIR DD FORM 93 IS THE RESPONSIBILITY OF THE LOCAL COMMANDER. WHERE FEASIBLE, LOCAL COMMANDERS WILL ENSURE COMPUTERS USED FOR PURPOSE OF THIS MISSION ARE EQUIPPED WITH CAC READERS AND WITH PUREEDGE VIEWER 6.5, AND SILANIS APPROVEIT DESKTOP (ADT) 5.7.2 OR ABOVE SOFTWARE PACKAGES.

5.B.2. (U) ONGOING MAINTENANCE BY ARMY NETWORK MANAGERS MAY CAUSE SPORADIC INTERRUPTIONS OF ACCESS TO THE AKO MY FORMS PORTAL AT SOME LOCATIONS. REPORT ACCESS INTERRUPTIONS OR OTHER TECHNICAL PROBLEMS TO THE ARMY PUBLISHING DIRECTORATE MY FORMS HELP DESK DURING THE HOURS OF MONDAY

- FRIDAY 0700 - 1700 EDT AT COMM: 703-428-0545 DSN: 328-0545 EMAIL: APDFCMP@CONUS.ARMY.MIL

5.B.3. (U) LINK TO AKO LOG-IN FOR AKO MY FORMS PORTAL ACCESS:
<https://www.us.army.mil> (SEE ANNEX A FOR DETAILED INSTRUCTIONS)

5.B.4. (U) LINK TO DD FORM 93 THROUGH DOD FORMS INVENTORY PORTAL (USE ONLY WHEN AKO MY FORMS ACCESS IS NOT AVAILABLE):
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0093.pdf>

5.B.5. (U) LINKS TO COMMAND INFORMATION DEATH GRATUITY BENEFICIARY DESIGNATION AND SPOUSAL NOTIFICATION REQUIREMENT TEMPLATES:
<https://www.hrc.army.mil/site/Active/TAGD/CMAOC/dd93/DD-Form-93-Spouse-Brief.ppt>

<https://www.hrc.army.mil/site/Active/TAGD/CMAOC/dd93/DD-Form-93-Commanders-Brief.ppt>

5.B.5. (U) LINK TO STEP-BY-STEP TRAINING FOR ROUTING A FORM WITHIN THE AKO MY FORMS PORTAL:
<https://www.hrc.army.mil/site/Active/TAGD/CMAOC/dd93/Routing-Form-thru-AKO-MyForms.ppt>

5.C. (U) ROUTE QUESTIONS PERTAINING TO THIS OPORD THROUGH THE FOLLOWING E-MAIL ADDRESS: COCOPNS@US.ARMY.MIL.

ACKNOWLEDGE:

THURMAN
LTG

OFFICIAL:
JONES
BG

ATTACHMENTS:
ANNEX A (TECHNICAL INSTRUCTIONS FOR USE OF AKO MY FORMS PORTAL)
ANNEX B (SPOUSAL NOTIFICATION INSTRUCTIONS)
ANNEX C (REPORTING REQUIREMENTS)

ANNEX A (TECHNICAL INSTRUCTIONS FOR USE OF AKO MY FORMS
PORTAL) TO HQDA OPERATION ORDER OPERATIONS ORDER 08-01
OPERATION EXECUTE NEW (JAN 08) DD FORM 93

REFERENCES: SEE BASE OPORD.

TIME ZONE USED THROUGHOUT THE ORDER: ROMEO.

TASK ORGANIZATION: NOT APPLICABLE.

1. (U) SITUATION. SEE BASE OPORD.

2. (U) MISSION. SEE BASE OPORD.

3. (U) EXECUTION.

(U) INTENT: MAXIMIZE USE OF AKO MY FORMS PORTAL TO UPDATE OR
COMPLETE NEW DD FORM 93S AND POST TO IPERMS.

3. A. (U) CONCEPT OF OPERATIONS. SEE BASE OPORD.

3. B. (U) TASKS AND RESPONSIBILITIES. SEE BASE OPORD.

3. C. (U) COORDINATING INSTRUCTIONS. INSTRUCTIONS FOR USE OF
AKO MY FORMS PORTAL TO COMPLETE NEW DD FORM 93:

3.C.1. (U) COMPLETING FORM:

3.C.1.A. (U) LOG INTO AKO AT [HTTPS://WWW.US.ARMY.MIL](https://www.us.army.mil)

3.C.1.B. (U) ONCE YOU ARE LOGGED ONTO AKO, CLICK ON THE "FORMS"
ICON LOCATED IN THE TOP RIGHT OF THE PAGE.

3.C.1.C. (U) WHEN THE MY FORMS PAGE COMES UP, GO TO THE BOX
LABELED "FORM NUMBER" AND ENTER "DD 93".

3.C.1.D. (U) CLICK "SEARCH"; A SCREEN WILL APPEAR THAT INCLUDES
"RECORD OF EMERGENCY DATA" IN ONE OF THE BOXES.
CLICK ON THAT LINK AND THE PUREEDGE VERSION OF THE FORM WILL
COME UP.

3.C.1.E. (U) YOU CAN NOW FILL OUT THE FORM, DIGITALLY SIGN IT; AND
SAVE THE COMPLETED FORM BY CLICKING THE "SAVE" ICON LOCATED
IN THE UPPER LEFT AREA OF THE SCREEN ABOVE THE FORM. NOTE:
DD FORM 93S THAT ARE DIGITALLY SIGNED DO NOT, REPEAT DO NOT,
REQUIRE A WITNESS SIGNATURE.

3.C.1.F. (U) ONCE COMPLETED AND DIGITALLY SIGNED, CLICK “SAVE”; THIS WILL SAVE FORM TO THE MY FORMS REPOSITORY, WHICH YOU CAN ACCESS FROM THE “DRAFTS” TAB OF YOUR MY FORMS WORK SPACE.

3.C.1.G. (U) CLOSE FORM.

3.C.2. (U) SAVING A COPY OF THE COMPLETED FORM TO FAVORITES FOLDER FOR PERSONAL RECORDS:

3.C.2.A.. (U) CLICK ON THE “DRAFTS” TAB TO FIND THE DD FORM 93.

3.C.2.B. (U) CHECK THE BOX NEXT TO THE DD FORM 93 SAVED IN YOUR DRAFTS FOLDER.

3.C.2.C. (U) CLICK “COPY” ON THE LEFT HAND SIDE OF THE SCREEN.

3.C.2.D. (U) WHEN THE NEXT PAGE APPEARS, CHOOSE "TEMPLATES"

3.C.2.E. (U) AFTER THE “COPY – TEMPLATES” PROCESSING COMMAND IS COMPLETED, CLICK ON THE “FAVORITES” TAB IN YOUR MY FORMS WORK SPACE AND SCROLL DOWN TO THE “TEMPLATES” SECTION OF YOUR FAVORITES FOLDER; YOU SHOULD NOW FIND YOUR SAVED COMPLETED DD FORM 93 IN THE TEMPLATES SECTION OF THE “FAVORITES” FOLDER IN YOUR MY FORMS WORK SPACE.

3.C.3. (U) ROUTING COMPLETED FORM:

3.C.3.A. (U) GO TO “DRAFTS” FOLDER TAB.

3.C.3.B. CLICK IN THE BOX NEXT TO THE FORM TO BE ROUTED AND CLICK THE “ROUTE SLIP” TAB.

3.C.3.C. (U) UNDER “SEARCH USERS”, TYPE THE NAME OF THE PERSON YOU WANT TO RECEIVE THE FORM AND CLICK SEARCH. NOTE: ONLY ONE PERSON CAN RECEIVE THE FORM AS AN ORIGINAL, BUT YOU CAN ADD TO INFO ADDRESS LINE AS MANY PEOPLE AS YOU LIKE.

3.C.3.D. (U) ONCE THE SELECTED RECIPIENT’S NAME APPEARS, CLICK IN THE BOX NEXT TO THE NAME AND SELECT THE “ADD AS ORIGINAL” TAB

3.C.3.E. (U) TO ADD RECIPIENTS FOR INFO COPIES, FOLLOW THE SAME PROCEDURES AS ABOVE AND CHOOSE “ADD TO INFO”.

3.C.3.F. (U) WHEN THE FORM IS ROUTED, AN EMAIL NOTIFICATION IS SENT TO THE RECIPIENT'S AKO EMAIL ADDRESS. IF YOU WANT TO ADD A TEXT TO THE NOTIFICATION EMAIL, YOU CAN CLICK ON THE EMAIL ARROW-DROP BUTTON UNDER ORIGINAL; SELECT "YES".

3.C.3.G. (U) SELECT THE ROUTE TAB IN THE MIDDLE OF THE PAGE WHEN YOU ARE READY TO ROUTE THE FORM TO YOUR UNIT HR PROVIDER.

3.C.3.H. (U) YOUR FORM WILL LEAVE YOUR DRAFT FOLDER AND REAPPEAR UNDER DRAFT TRACKING ON THE BOTTOM HALF OF THE PAGE.

4. (U) SERVICE SUPPORT. A POWERPOINT PRESENTATION OF HOW TO USE THE ROUTING/TRACKING FEATURE OF THE AKO MY FORMS PORTAL IS AVAILABLE AT:

<https://www.hrc.army.mil/site/Active/TAGD/CMAOC/dd93/Routing-Form-thru-AKO-MyForms.ppt>

5. (U) COMMAND AND SIGNAL.

5. A. (U) COMMAND. SEE BASE OPORD.

5. B. (U) SIGNAL.

5. B.1. (U) COMPUTER AND INTERNET ACCESS FOR SOLDIERS WHO MUST OR WHO WISH TO UPDATE THEIR DD FORM 93 IS THE RESPONSIBILITY OF THE LOCAL COMMANDER. WHERE FEASIBLE, LOCAL COMMANDERS WILL ENSURE COMPUTERS USED FOR PURPOSE OF THIS MISSION ARE EQUIPPED WITH CAC READERS AND HAVE PUREEDGE VIEWER 6.5 AND SILANIS APPROVEIT DESKTOP (ADT) 5.7.2 OR ABOVE SOFTWARE PACKAGES INSTALLED.

5. B.2. (U) REPORT ACCESS INTERRUPTIONS OR OTHER TECHNICAL PROBLEMS TO THE ARMY PUBLISHING DIRECTORATE MY FORMS HELP DESK DURING THE HOURS OF MONDAY - FRIDAY 0700 - 1700 EDT AT COMM: 703-428-0545 DSN: 328-0545 EMAIL: APDFCMP@CONUS.ARMY.MIL.

ANNEX B (SPOUSAL NOTIFICATION INSTRUCTIONS) TO HQDA
OPERATION ORDER OPERATIONS ORDER 08-01 OPERATION EXECUTE
NEW (JAN 08) DD FORM 93

REFERENCES: SEE REFERENCE G. OF BASE OPORD.

TIME ZONE USED THROUGHOUT THE ORDER: ROMEO.

TASK ORGANIZATION: NOT APPLICABLE.

1. (U) SITUATION. SEE BASE OPORD.

2. (U) MISSION. SEE BASE OPORD.

3. (U) EXECUTION.

(U) INTENT: SEE BASE OPORD.

3. A. (U) CONCEPT OF OPERATIONS. SEE BASE OPORD.

3. B. (U) TASKS AND RESPONSIBILITIES. SEE BASE OPORD.

3. C. (U) COORDINATING INSTRUCTIONS. REITERATION OF
INSTRUCTIONS PREVIOUSLY PROMULGATED AT REFERENCE G FOR
COMPLETING THE SPOUSAL NOTIFICATION REQUIREMENT:

3.C.1. (U) DURING REVIEWS AND UPDATES OF THE SOLDIER'S DD FORM
93, HR PROVIDER WILL:

3.C.1.A. (U) VERIFY THE SOLDIER'S SPOUSAL AND DEPENDENT
INFORMATION IN DEERS DURING ALL DD FORM 93 UPDATES.

3.C.1.B. (U) WHENEVER A MARRIED SOLDIER DESIGNATES ANOTHER
INDIVIDUAL IN ADDITION TO OR OTHER THAN THE SPOUSE TO RECEIVE
ALL OR A PORTION OF THE DEATH GRATUITY, USE THE FORMAT
PROVIDED AT PARAGRAPH 5.B. OF THIS ANNEX TO PREPARE AND SEND
THE SPOUSAL NOTIFICATION LETTER VIA REGULAR MAIL, REPEAT VIA
REGULAR MAIL, TO THE CURRENT MAILING ADDRESS FOR THE SPOUSE,
AS PROVIDED BY THE SOLDIER, INDICATING THAT THE SOLDIER HAS
DESIGNATED ANOTHER INDIVIDUAL TO RECEIVE ALL OR A PORTION OF
THE DEATH GRATUITY.

3.C.1.C. (U) WEB UPLOAD A COPY OF THE COMPLETED SPOUSAL
NOTIFICATION LETTER WITH THE SOLDIER'S COMPLETED DD FORM 93
TO IPERMS. (NOTE: PENDING ENHANCEMENTS TO THE AKO MY FORMS
APPLICATION WILL SOON ENABLE HR PROVIDERS TO ATTACH A COPY

OF THE SPOUSAL NOTIFICATION LETTER TO THE ACTUAL COMPLETED AND VERIFIED DD FORM 93 AND CLICK A "SEND TO DA" ICON TO AUTO-SEND THE COMPLETED FORM WITH ATTACHMENTS TO IPERMS.)

3.C.1.D. (U) WITHIN 48 HOURS AFTER SUBMISSION, CHECK THE SOLDIER'S IPERMS RECORD TO ENSURE THE COMPLETED DD FORM 93 WITH SPOUSAL NOTIFICATION LETTER ATTACHED HAS BEEN POSTED.

4. (U) SERVICE SUPPORT. DEPLOYED COMMANDERS SHOULD CONSIDER USING REAR DETACHMENT COMMANDERS, WHO GENERALLY HAVE BETTER SITUATIONAL AWARENESS OF INDIVIDUAL FAMILY CIRCUMSTANCES, TO COMPLETE THE WRITTEN SPOUSAL NOTIFICATION REQUIREMENT. ALTERNATIVELY, DEPLOYED COMMANDERS/HR LEADERS MAY COORDINATE WITH CDR, HRC VIA SIPRNET AT TAGCASU@HRC.ARMY.SMIL.MIL TO COMPLETE THE WRITTEN SPOUSAL NOTIFICATION REQUIREMENT ON THEIR BEHALF BY PROVIDING AN EXCEL SPREADSHEET WITH EACH SOLDIER'S NAME, SSN, UNIT, LOCATION, SPOUSE NAME, AND SPOUSE ADDRESS. LIST ONLY THOSE SOLDIERS FOR WHOM A SPOUSAL NOTIFICATION REQUIREMENT EXISTS.

5. (U) COMMAND AND SIGNAL.

5. A. (U) COMMAND. SEE BASE OPORD.

5. B. (U) SIGNAL. THE FOLLOWING URL PROVIDES THE APPROVED FORMAT TO COMPLETE THE SPOUSAL NOTIFICATION LETTER:
[http://198.97.189.85/HRC_edit/Active/TAGD/CMAOC/DG_Letter_\(2\).doc](http://198.97.189.85/HRC_edit/Active/TAGD/CMAOC/DG_Letter_(2).doc)

ANNEX C (REPORTING INSTRUCTIONS) TO HQDA OPERATION ORDER
OPERATIONS ORDER 08-01 OPERATION EXECUTE NEW (JAN 08) DD
FORM 93

REFERENCES: SEE BASE OPORD.

TIME ZONE USED THROUGHOUT THE ORDER: ROMEO.

TASK ORGANIZATION: NOT APPLICABLE.

1. (U) SITUATION. SEE BASE OPORD.

2. (U) MISSION. SEE BASE OPORD.

3. (U) EXECUTION.

(U) INTENT: CAPTURE PROGRESS UNITS ARE MAKING TO UPDATE
DD FORM 93 DEATH GRATUITY DESIGNATION

3. A. (U) CONCEPT OF OPERATIONS. SEE BASE OPORD.

3. B. (U) TASKS AND RESPONSIBILITIES. CDR, IMCOM WILL DIRECT
GARRISON MILITARY PERSONNEL DIVISIONS TO ASSIST ALL
SUPPORTED COMMANDERS AND THEIR DESIGNATED HR LEADERS IN
IDENTIFYING AND RE-PROCESSING THOSE SOLDIERS IN EACH
SUPPORTED UNIT WHO MUST COMPLETE A NEW DD FORM 93 IN
ACCORDANCE WITH PARAGRAPH 3.B.3. OF THE BASE OPORD.

3. C. (U) COORDINATING INSTRUCTIONS. REPORTING INSTRUCTIONS
FOR OPERATION EXECUTE NEW (JAN 08) DD FORM 93:

3.C.1. (U) ARMY COMMANDS (ACOM), ARMY SERVICE COMPONENT
COMMANDS (ASCC), AND DIRECT REPORTING UNITS (DRU) WILL:

3.C.1.A. (U) COMPILE REPORTS FROM SUBORDINATE UNITS INTO A
WEEKLY CONSOLIDATED COMMAND REPORT ON THE STATUS OF
COMPLETION OF THE REQUIREMENT OUTLINED IN PARAGRAPH 3.B.3. OF
THE BASE OPORD FOR SUBMISSION TO TAG AT
COCOPNS@US.ARMY.MIL COMMENCING ON 031600R SEP 08 UNTIL
MISSION COMPLETE.

3.C.1.B. (U) REPORT WILL CONSIST OF: AS OF DTG (ROMEO TIME),
REPORTING COMMAND, NUMBER OF SOLDIERS REQUIRING
COMPLETION OF A NEW DD FORM 93; NUMBER OF THOSE SOLDIERS
WHO HAVE COMPLETED THE NEW DD FORM 93; AND PERCENT
COMPLETE.

AS OF DTG(ROMEO):			
REPORTING COMMAND	# OF SOLDIERS REQUIRING COMPLETION	# OF SOLDIERS COMPLETED NEW FORM	PERCENT OF SOLDIERS COMPLETED

3.C.1.C. (U) "AS OF" DTG FOR INITIAL REPORT WILL BE 311600R AUG 08 AND WEEKLY REPORT SUBMISSIONS WILL REFLECT "AS OF" EACH SUNDAY AT 1600R UNTIL MISSION COMPLETE; I.E., SECOND WEEKLY REPORT AS OF 071600R SEP 08, THIRD WEEKLY REPORT AS OF 141600R SEP 08, ETC., UNTIL MISSION COMPLETE.

3.C.1.D. (U) COORDINATE WITH ONE ANOTHER TO AVOID DUAL ACCOUNTING OF SOLDIERS IN CONSOLIDATED REPORT SUBMISSIONS. FOR EXAMPLE, CLARIFY THE REPORTING OF SOLDIERS ASSIGNED TO REAR DETACHMENTS OF DEPLOYED UNITS.

4. (U) SERVICE SUPPORT. SEE BASE OPORD.

5. (U) COMMAND AND SIGNAL.

5. A. (U) COMMAND. SEE BASE OPORD.

5. B. (U) SIGNAL. SEE BASE OPORD.